

**Shadow Authority  
For delivering the Buckinghamshire Council**

**THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND)  
REGULATIONS 2012**

**SHADOW EXECUTIVE  
28 Day Notice**

This is a notice of an intention to make a key decision on behalf of the Shadow Authority for the Buckinghamshire Council (Regulation 9) and an intention to meet in private to consider those items marked as 'private reports' (Regulation 5).

A further notice (the 'agenda') will be published no less than 5 working-days before the date of the Shadow Executive meeting and will be available via the [Shadow Authority website](#)

Y = key decision      \*All reports will be open unless specified otherwise

Report title & summary	Key	Decision maker	*Private report (Y/N) and reason private	Lead Member/ Officer(s) & Contact Officer(s)
<b>TUESDAY 8 OCTOBER 2019</b>				
<b>Waste Procurement</b> Consideration of options regarding waste collection. <i>Item added 16.09.2019.</i>	Y	Shadow Executive	Fully exempt	Lead Member/ Officer(s): Steve Bambrick, Gill Quinton  Contact Officer(s): Steve Bambrick, Gill Quinton

<p><b>Council Access Points</b> To consider the proposal on how local access will be delivered.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p><b>Interim Civil Contingencies Policy</b> Consideration of the policy. <i>Item amended 02.09.2019.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Ben Coakley</p> <p>Contact Officer(s): Ben Coakley</p>
<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

**THURSDAY 10 OCTOBER 2019**

<p><b>Appointments of Corporate Director (Resources) and Deputy Chief Executive</b>          Appointments to the roles of Corporate Director (Resources) and Deputy Chief Executive for Buckinghamshire Council</p>	Y	Senior Appointments Sub Committee	Part exempt	<p>Lead Member/ Officer(s):            Sarah Murphy-Brookman</p> <p>Contact Officer(s):            Sarah Murphy-Brookman</p>
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**FRIDAY 11 OCTOBER 2019**

<p><b>Appointment of Corporate Directors (Growth and Communities)</b>          Appointments to the roles of Corporate Director for Growth and Corporate Director for Communities for Buckinghamshire Council</p>	Y	Senior Appointments Sub Committee	Part exempt	<p>Lead Member/ Officer(s):            Sarah Murphy-Brookman</p> <p>Contact Officer(s):            Sarah Murphy-Brookman</p>
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**TUESDAY 22 OCTOBER 2019**

<p><b>Wycombe Regeneration Strategy and Outline Business Case for Eastern Quarter</b> Draft Regeneration Strategy looking forward to 2050 for High Wycombe, Marlow and Princes Risborough.</p>	<p>Y</p>	<p>Shadow Executive</p>	<p>Part exempt</p>	<p>Lead Member/ Officer(s): Peter Wright</p> <p>Contact Officer(s): Peter Wright</p>
<p><b>Proposed Lease of South Side Wycombe Air Park</b> Consideration of the proposed lease of land – South Wide Wycombe Air Park</p>	<p>N</p>	<p>Shadow Executive</p>	<p>Part exempt</p>	<p>Lead Member/ Officer(s): Charles Brocklehurst</p> <p>Contact Officer(s): Charles Brocklehurst</p>
<p><b>Spend Protocol Update</b> To consider revisions to the Spending Protocol</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>

<p><b>Branding</b> Consideration of branding proposals for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Emma Denley</p> <p>Contact Officer(s): Emma Denley</p>
<p><b>Devolution Offer and Launch Approach</b> To consider approaches to devolution of assets and services, and launch events.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p><b>Aylesbury Garden Town</b> Update on the Aylesbury Garden Town masterplan and next steps. <i>For information. Item added 26.09.2019.</i></p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Lisa Michelson</p> <p>Contact Officer(s): Lisa Michelson</p>
<p><b>Scrutiny Work Programme</b> To consider the work programme of the Shadow Overview and Scrutiny Committee. <i>For information.</i></p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Kama Wager</p> <p>Contact Officer(s): Kama Wager</p>

<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<b>NOVEMBER 2019 (DATE TBC)</b>				
<p><b>Appointments of Statutory Officers (Tier 3) for Buckinghamshire Council</b> Appointments to the roles of Statutory Officers for Buckinghamshire Council, subject to the decision of the Senior Appointments Sub Committee 10 October. <i>Item added 16.09.2019.</i></p>	Y	Senior Appointments Sub Committee	Part exempt	<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>

**TUESDAY 12 NOVEMBER 2019**

<p><b>Legal Services for the Buckinghamshire Council</b> To consider arrangements for Legal Services for the Buckinghamshire Council.</p>	<p>Y</p>	<p>Shadow Executive</p>	<p>Part exempt</p>	<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p><b>Housing Infrastructure Fund Bids Overview</b> To consider an overview of Housing Infrastructure Fund (HIF) bids</p>	<p>Y</p>	<p>Shadow Executive</p>	<p>Part exempt</p>	<p>Lead Member/ Officer(s): Rob Smith</p> <p>Contact Officer(s): Joan Hancocks</p>
<p><b>Princes Risborough Relief Road</b> To consider a report on the HIF funded Southern Road links (Princes Risborough Relief Road Phase 1), revised assessment of costs and risks.</p>	<p>Y</p>	<p>Shadow Executive</p>	<p>Part exempt</p>	<p>Lead Member/ Officer(s): Ian Manktelow</p> <p>Contact Officer(s): Ian Manktelow</p>

<p><b>Delivery Vehicles/ Council Owned Companies</b> To consider a report on Council owned companies</p>	Y	Shadow Executive	Part exempt	<p>Lead Member/ Officer(s): John Reed</p> <p>Contact Officer(s): John Reed</p>
<p><b>Delivering a Development Management Service in the New Authority</b> To consider proposals for delivering a development management service in the new authority.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Neil Gibson</p>
<p><b>Local Plans - Transition and a new Local Plan for Buckinghamshire</b> To consider local plans for transition and a new local plan for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Neil Gibson</p>
<p><b>Environment Policy</b> Consideration of the approach and ambition towards an Environment Policy for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Penelope Tollitt</p>

<p><b>Council Tax Reduction Scheme</b> Approval of the scheme for Buckinghamshire Council</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Main Payscale, Reward, Terms and Conditions</b> To consider a report on payscale, reward, terms and conditions</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p><b>Organisational Development Strategy</b> Consideration of the OD Strategy</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p>
<p><b>Corporate Plan for Buckinghamshire Council</b> To consider a Strategic Plan for Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Sarah Ashmead</p> <p>Contact Officer(s): Sarah Ashmead</p>

<p><b>Armed Forces Protocol</b> Consideration of an Armed Forces Protocol for Buckinghamshire Council</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Lizzie Wright</p>
<p><b>Community and Charities Strategy Consultation</b> Consideration of Voluntary Community Sector (VCS) Strategy consultation documents and approval for consultation</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Elaine Jewell</p> <p>Contact Officer(s): Elaine Jewell</p>
<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

**TUESDAY 3 DECEMBER 2019**

<p><b>ICT, Digital and Information Strategy</b> To consider an ICT, Digital and Information Strategy for Buckinghamshire Council.</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Sarah Ashmead</p> <p>Contact Officer(s): Sarah Ashmead</p>
<p><b>Town and Parish Charter</b> To consider the proposed charter and associated support required for delivery</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>
<p><b>Keeping it Local - Community Boards</b> To consider consultation feedback on community board options and proposals and to make a decision on their possible establishment.</p>	<p>Y</p>	<p>Shadow Executive</p>		<p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p>

<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<b>TUESDAY 7 JANUARY 2020</b>				
<p><b>Draft Budget 2020/ 2021</b> To consider the draft budget 2020/2021 for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>

<p><b>Civic and Ceremonial Proposals</b> To consider proposals for civic arrangements for the Buckinghamshire Council.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Emma Denley</p>
<p><b>Wycombe Community Governance Review</b> Community Governance Review for High Wycombe.</p>	Y	Shadow Executive		<p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p>
<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt	<p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

**TUESDAY 28 JANUARY 2020**

<b>Members Allowances</b> Consideration of Members Allowances	Y	Shadow Executive		Lead Member/ Officer(s): Catherine Whitehead  Contact Officer(s): Mathew Bloxham
<b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.	Y	Shadow Executive	Fully exempt	Lead Member/ Officer(s): Richard Ambrose  Contact Officer(s): Richard Ambrose

**TUESDAY 18 FEBRUARY 2020**

<p><b>Draft Budget 2020/ 2021</b>  Consideration of the final draft budget 2020/ 2021 for recommendation to the Shadow Authority.</p>	Y	Shadow Executive		Lead Member/ Officer(s): Richard Ambrose  Contact Officer(s): Richard Ambrose
<p><b>Union Facilities Time Agreement</b>  Consideration of the proposal on the granting of Trade Union paid Facility Time for the new Council</p>	Y	Shadow Executive		Lead Member/ Officer(s): Sarah Murphy-Brookman  Contact Officer(s): Anne Nichols
<p><b>Spending Protocol</b>  Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt	Lead Member/ Officer(s): Richard Ambrose  Contact Officer(s): Richard Ambrose

**TUESDAY 10 MARCH 2020**

<p><b>Spending Protocol</b> Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p>	Y	Shadow Executive	Fully exempt	<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>
<p><b>Programme Update</b> Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p>	N	Shadow Executive		<p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p>

The Shadow Authority Constitution defines a 'key' decision as any decision taken in relation to a function that is the responsibility of the Shadow Executive and which is likely to:-

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having

regard to the relevant local authority’s budget for the service or function to which the decision relates; or

- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.”

In determining the meaning of “significant” for these purposes the Shadow Authority will have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act and the value of any decision under consideration (e.g. £1 million or above could be regarded as significant but this has to be considered in the context of the particular decision).

As a matter of good practice, this notice may also includes other items, in addition to key decisions, that are to be considered by the Shadow Executive.

Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the website usually 5 working-days before the date of the meeting. Paper copies may be requested using the contact details below.

\*The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1 - 7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public

interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information. Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below.

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| 01296 674691 | [demservices-shadow@buckscc.gov.uk](mailto:demservices-shadow@buckscc.gov.uk)